

## Individual Request for Continuing Education Credit Manual Processing

NOTE: Credits must be banked by the course provider within 30 days after the course is completed. Use this form to have credits manually banked ONLY at renewal time if all 48 credits have not been banked.

Mail To:

New Jersey Department of Banking and Insurance  
Office Of Insurance Education  
P.O. Box 329  
Trenton, NJ 08625-0329

Producer's Name: \_\_\_\_\_  
(as it appears on license)

Producer's Resident Address: \_\_\_\_\_  
\_\_\_\_\_

Producer's Reference Number: | | | | | | |

Expiration Date of License (mm-dd-yyyy) | | | - | | | - | | | | |

Producer's Social Security Number | | | | - | | | - | | | | |

### IMPORTANT

Attach the Assessment System Inc. (ASI) continuing education credit report with course completion certificates only from the courses which do not appear on the ASI report.